CERT Battalions:
- <u>NOT</u> part of the Fire Department's (FD) Battalion system.
- Based on the GEOGRAPHIC organization of the FD's Battalions.
- Within each **CERT Battalion** there are CERT teams.

Continuing Education:
- Classes, seminars, exercises/drills that cover topics BEYOND THOSE IN THE CERT ACADEMY. These do NOT have to be taught/conducted by San Diego Firefighters.
- They MUST at least provide two hours of instruction (they can be longer). These can be conducted by fellow team members, guest speakers with approval from the CERT Program Office.
  - They must have a specific topic that covers information that applies to our community (for instance, attending how to plan for a blizzard would not count).
  - Team Leaders have to get CERT office approval for any training to be a CE if it is not already approved.
  - Team Leaders are responsible for tracking member attendance at such items, verifying non-CERT events, and passing the information (electronically) to their appropriate CERT Battalion Liaison. Team members must inform team leaders of their participation. Team leaders must include this information in the month it is reported. <u>If participation information does not appear on monthly hours report, it will not count</u>.
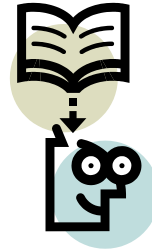
- Individuals cannot use training paid for by work, that is mandatory for one's employ professional credentials, or that is done through another volunteer organization.
- PLEASE NOTE THAT CERTSD DOES <u>NOT</u> HAVE ANY ONGOING CONTINUING EDUCATION. IT IS THE TEAM'S RESPONSIBLITIES TO PLAN AND CARRY OUT THIS TYPE OF TRAINING. The CERT office can provide some resources and a list of individuals who have volunteered their time and expertise in various topics, but it is the responsibility of the individual teams (or Battalions) to look for, identify, secure approval for, and schedule such training.
  - *CERT SD offers limited CEs 6 to 10 times a year. These numbers are based on instructor availability and funding resources.

Refresher:
- This is a class/drill/exercise that covers the topics FROM THE CERT ACADEMY.
- If attending a refresher with another CERT organization, it <u>MUST</u> be approved by CERT SD before participation. To get approval, use the chain of command to send up the request. Proof of participation is also required, like a certificate or a letter from the sponsoring agency. It is the participant's responsibility to provide this; otherwise credit will not be given.

- Each refresher will be at least four hours and involve classroom work and manipulative drills. This is meant to review and practice the skills taught in the academies.
- Registration is online at the CERT website.
- Team Leaders are responsible for tracking member attendance at such events and recording this information in their own records for their team's tracking. All volunteer training and meeting hours are to be compiled and turned in each month with the monthly hour sheet.
- All available training is posted on our Website (www.certsandiego.org).

DSW Qualifications

- IF YOU ARE A NEW GRADUATE: You will need to attend TWO TEAM MEETINGS and TWO CONTINUING EDUCATION events before you will qualify to receive your DSW card. (I will have your DSW form and your digital photo on file. Be sure to tell your team leader that you are a new graduate, that way they will know that they do not need to collect a form or a digital photo from you.)
    - Of special note: Due to OES regulations on the card, the first time you get your card, you MUST use the date that you take your oath. This means that if you graduate in March and wait six months to get your card, the expiration date on your card will be two years from the March date. After that, you may renew your card on any date.
    - RENEWING YOUR CARD: Once you receive your DSW card, you will have TWO YEARS to fulfill the following requirements: attend four team meetings, four continuing education events, and one refresher during the two-year activation of your DSW card.
    - Of special note: If you allow your card to expire before completing these requirements, you will be asked to retake the academy before the DSW card will be reinstated.

Team Training/Meeting Sessions:

- This can be any team-building activity or gathering where members are given a chance to interact with each other and get to know their fellow team members and their communities.
- These are opportunities when veteran team members can welcome new academy graduates and bring them into the fold of the group.
- Team Leaders are responsible for tracking member attendance at such items and passing the information (electronically) to the CERT Battalion Liaison.

On the next page is a simple flow chart to show you the Chain of Communication for the CERT program.

Communication Flow Chart

CERT Program Manager
↓ ↑
Lead Liaison
↓ ↑
CERT Battalion Liaisons (Civilians)
↓ ↑
CERT Team Leaders
↓ ↑
CERT Team Members

If you have a question about anything related to CERT, <u>contact the person directly ABOVE you</u> on this list. For example, if a Team Member has a question, he or she should contact their Team Leader. If a Team Leader has a question, he or she should contact their Battalion Liaison. If the Battalion Liaison is not able to resolve the problem or cannot take action, the Battalion Liaison will contact the Lead Liaison and/or the Program Coordinator.

We use this system because it mirrors who communication flows within the Fire Department. And it will be the communication pattern you learned about in the Academy. Mastering this communication method is challenging. Therefore, the more chances you have to utilize this, the more it will become second nature. Further, questions and information should not skip around to different levels, otherwise it creates confusion.

Team Leader Responsibilities (The Short List)

Below is a short list of what you can expect from your team leaders. While they have several responsibilities, you too have a many responsibilities, in particular keeping track of your volunteer and training hours. Even if you turn them in to your team leader, <u>we recommend that you keep your own in case there's a need to back-up something</u>.

- Communicate with all team members through phone, email, team meetings
- Maintain an updated roster with all accurate address and information
- Organize monthly/bi-monthly team meetings/trainings/gatherings
- Track your members' participation in abovementioned activities
- Maintain a log of all activities/email information provided by the CERT office or Battalion Liaisons (Using a spreadsheet in excel is an easy way to do this; it just takes consistency)
- Check the CERT SD website regularly for updates and new opportunities.
- Collaborate with CERT Program office and Battalion Liaisons on different tasks as they come up
- Research outside learning opportunities/speakers/resources, gather necessary information, and seek approval through CERT office for use as continuing education
- Share best-practices with fellow team members
- Coach and recruit new team leaders

Battalion Liaisons & Team Leaders

Lead Liaison
    Gloria Applegate

Battalion 1 Liaison: Malcolm Gettmann
    Downtown Team Leader: Steve Holman

Battalion 2 Liaison: Melissa Studds
    North City Team Co-leaders: Melissa Studds & Kelly Witt
    Mid City Team Leader: Ben Flores

Battalion 3 Liaison: Carie DeMarco-Krzys (interim)
    Beach Team Leader: Lynette Hall

Battalion 4 Liaison: Larry Goemann
    Navajo Team Leader: VACANT
    Tierrasanta Team Co-Leaders: Mike George, Dave Steinman, Ed Langmaid)

Battalion 5 Liaison: Steve Glass
    Carmel Valley leader: Preston Drake
    Mira Mesa: Steve Glass
    North Coastal: Greg Hom

Battalion 6 Liaison: James Eblen
    Southeast San Diego Team Leader: Rita Roberson
    Southbay Team Leader: Rita Roberson (Interim)

Battalion 7 Liaison: Julie Claasen
    Rancho Bernardo Team Co-leaders: Roger Fraumann & Robin Kaufman
    Rancho Penasquitos Team Leader: Kevin Henry
    Santa Luz Team Leader: Karen Boyle
    Scripps Ranch Team Leader: Jim Treglio

Specialty Liaisons

Communications Team
Mike Brown

Volunteer Hours Manager
(Position Unfilled)

Training Resources/Team Leader Mentor
    Kelly Witt